

## TRAINING DIVISION ENROLLMENT FORM

### MAIL INQUIRIES TO:

MSP Student Enrollment  
7426 North Canal Road  
Lansing, Michigan 48913

Training Division TX: (517) 322-1200

FAX: (517) 322-6363

PLEASE PRINT

Program Title <b>Advanced Narcotics School</b>	Program Date or Preferred Training Month
Student's Name (Rank, Last, First, MI)	Student's Social Security Number*
Department and Departmental ORI Number	Department Size <input type="checkbox"/> Under 25 <input type="checkbox"/> 25-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100-200 <input type="checkbox"/> 200+
Street Address, City, State, Zip code	Area Code and Phone Number (   )
Student's MCOLES Number (REQUIRED)  ***THIS IS A REQUIRED FIELD***	Area Code and FAX Number (   )
Supervisor/Contact Person	Contact Person's Area Code and Phone Number (   )
Lodging information Check if you require lodging <input type="checkbox"/> Check if you require lodging the night before program starts <input type="checkbox"/>	Male* <input type="checkbox"/> Female* <input type="checkbox"/>

All tuition costs are calculated on a per/student basis. Costs for student's lodging at the Academy are based on arrival the first day of the program. If students require earlier lodging due to travel time we will make the necessary arrangements for an additional charge.

**CANCELLATION POLICY:** CANCELLATION OF ATTENDANCE SHOULD OCCUR 7 WORKING DAYS before the training course begins. Cancellations made within 7 working days will be charged the full training amount. Failure to cancel or "NO SHOW" will be charged the full cost of the course. Reservations are transferable within the department.

**PRECISION DRIVING UNIT CANCELLATION POLICY:** Cancellation should occur 2 weeks before the scheduled program begins. Failure to cancel or "NO SHOW" will be charged the full training fee (even if tuition was to be originally paid through a grant).

Class sizes are limited and registrations are accepted on a first come, first served basis. You will be notified 2-4 weeks in advance of your scheduled class.

A violation of any academy or range rule will be grounds for immediate dismissal from a program. Should a dismissal be necessary, there will be no refund of the participant's tuition.

DO NOT INCLUDE YOUR TUITION MONEY WITH THIS ENROLLMENT FORM. YOU WILL BE SENT AN INVOICE AT A LATER DATE.

*\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.*

MSP STUDENTS MUST COMPLETE THE FOLLOWING:	
Index	P.C.A.
Signature of Authorizing Person (Commander)	Date

(Machine copy as needed)

AUTHORITY: 1965 PA 203  
COMPLIANCE: Voluntary